



**DEPARTMENT OF THE ARMY  
342<sup>ND</sup> MILITARY POLICE BATTALION  
261 EAST 19<sup>TH</sup> STREET, BLDG. 1000  
FORT LEONARD WOOD, MISSOURI 65473-5600**

REPLY TO  
ATTENTION OF

ATZT-DEL

JUL 19 2005

MEMORANDUM FOR The 342<sup>nd</sup> Military Police Battalion

SUBJECT: 342<sup>nd</sup> Military Police Battalion Command Policy #20 (Battalion Sponsorship Program)

1. References:

- a. Army Regulation 600-8-8, 1 July 1993, The Total Army Sponsorship Program.
- b. FLW Regulation 600-3, 9 July 2001, Officer Management.
- c. FLW Command Policy Letter #31-02, dated 8 July 2002.

2. Purpose: To welcome and assist military and civilian employees and their families who are on assignment instructions, or who are recently assigned to the 342<sup>nd</sup> Military Police Battalion (BN).

3. General: Sincere and effective sponsorship is essential to integrating new arrivals into this battalion. Sponsors will ensure that their new arrivals' transition into the battalion, the post and the surrounding community, is completed as quickly and enjoyably as possible. All efforts will be made by commanders and supervisors alike to ensure that every effort is taken to lessen difficulties associated with relocation.

4. Responsibilities:

- a. The Battalion S-1 will ensure:

- 1) An appropriate welcome letter, BN Commander (CDR) for officers and civilian personnel, BN Sergeant Major (SGM) letter for enlisted personnel, is generated and forwarded within 3 working days of receipt of the assignment notification.

- 2) Companies/Detachments are informed of pending gains and are tracking the appointment of sponsors (within 10 days of notification of assignment instructions).

- 3) Maintain file copies of all BN CDR and SGM welcome letters and respond to any internet requests for soldiers on assignment instructions.

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b. Company/Detachment Commanders will:

1) Appoint sponsors within ten days of notification of identified gains. Maintain copies of sponsor letters on file for all incoming soldiers. Provide each sponsor with training offered by the Army Community Services Relocation Program.

2) Ensure that sponsors forward welcome packets and pre-move relocation information (to include Standard Installation Topic Exchange -SITES) upon request.

3) Ensure that a welcome appointment is schedule with the BN CDR for all Officers and Civilian personnel.

4) Ensure that a welcome appointment is schedule with the BN SGM for all enlisted Soldiers and Non-Commissioned Officers.

5) Ensure that new spouses are quickly incorporated in their respective family support groups and provided a copy of the chain of concern.

c. The BN Automation Section will:

1) Post copy of the Command welcome letter in the BN web page.

2) Ensure proper links are displayed to provide soldiers access to the Fort Leonard Wood's sponsorship program web page.

5. Supersession: This policy supersedes all previous Battalion level policies pertaining to the Army Sponsorship Program.

6. Proponency: The proponent for this policy is the Battalion S-1, at 6-1752.



MICHAEL D. BLACKWELL  
LTC, MP  
Commanding